

## ESTABLISHING DOE NUCLEAR MATERIAL PROJECT NUMBERS

All DOE owned nuclear material is assigned to a unique project number. Requests for new project numbers must come from a facility that has been approved to possess nuclear material and has a Reporting Identification Symbol established in the Nuclear Materials Management and Safeguards System (NMMSS). The next page is an sample transmittal to the NMMSS operator which indicates the information required to establish a new project number. Although not required for NNMSS, DOE should also obtain a narrative description of the project from the requesting facility.

As required by DOE Order 5660.1B, Management of Nuclear Materials, dated May 26, 1994, project numbers are used to identify nuclear materials designated for specific activities/programs, etc. Project numbers are generally assigned by the field/operations offices and are derived from the DOE Budget and Reporting (B&R) Classification System. Thus they provide a link between nuclear material quantities and related financial data.

Project numbers are a 10-character alphanumeric code in the general form of a-aa-####-####. The "meaning" of the various characters is as follows: The first character identifies the field/operations office responsible for the activity under which the nuclear materials will be held or indicates a special categorization/assignment for the inventory. (Note: The assigned project number remains the same regardless of the physical location of the nuclear material.) The following is a listing of the first character codes currently in use:

<u>Code</u>	<u>Field Office</u>
A .....	Albuquerque/Rocky Flats
C .....	Chicago
D .....	Savannah River
F .....	Oak Ridge
G .....	Ohio/Fernald
H .....	Richland
J .....	Idaho
K .....	Schenectady
L .....	Oakland
N .....	Nevada
P .....	Pittsburgh

  

<u>Code</u>	<u>Special Category</u>
E .....	Inactive "No Defined Use" material

The second and third characters in the project number correspond to the first two characters used in DOE'S B&R Classification System to identify the DOE Headquarters Program Office (e.g., EY = Assistant Secretary for Environmental Management) that provides the funding for the project. The fourth and fifth characters correspond to the third and forth characters of the B&R code which define the sub-program (e.g., EY12 = Defense Site Acceleration Completion - 2012 Acceleration Completions). The sixth and seventh characters of the project number correspond to the fifth and sixth characters of the B&R code which define the category (e.g., EY1221 = East Tennessee Technology Park). The last 3 characters of the project number (8 - 10) sometimes correspond to the last three characters of the B&R code (which define the specific program task under which funding is being provided); however, they are usually used by the individual field/operations office for their own specific purpose. For example ORO uses a "5" in the eighth position to signify "excess to national security" materials.

DOE's B&R codes are updated/revised at least annually (the latest B&R codes can be found at <http://www.cfo.doe.gov/EFASC/FRAD/BARC/index.htm>); therefore, the project numbers must be revised accordingly (see Attachment 2).

## EXAMPLE

To: NMMSS

Please establish a new DOE project in NMMSS as follows:

- Project Number: F-EY-1221-500
- Project Title: ETPP D&D
- Programmatic RIS: FXA
- Classification:
  - Number: Unclassified
  - Title: Unclassified
  - Quantity: Confidential Restricted Data
- Allotment Code: Supply
- Effective Date: 10/1/2005

Please let me know if you have any questions concerning this request.

Thanks,

**John Smith**

Nuclear Materials Control and Accountability  
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